

**Title: Head, North Mississippi Research and Extension Center, Mississippi State University**

**Position Function:**

Applications and nominations are invited for the position of Head, North Mississippi Research and Extension Center (NMREC) Mississippi State University located in Verona, Mississippi. This individual will provide the overall administrative, organizational and programmatic leadership for the university's research, extension and outreach activities offered through the NMREC. The Head is a full-time administrative position answering to the Directors of the Mississippi Agricultural and Forestry Experiment Station and the Mississippi State University Extension Service.

Mississippi State University is a comprehensive land-grant doctoral institution established in 1878. Its main campus is in Starkville, Mississippi, a community of 22,000 located in northeast Mississippi and is approximately equal distance from Jackson, Birmingham, and Memphis. Mississippi State is the state's largest university with an enrollment of over 17,000 students, 22 percent of whom are graduate students; about 1,300 faculty members and approximately 3,100 full-time employees; a total operating budget of more than \$579 million; and annual research expenditures of about \$180 million. Besides the main campus, Mississippi State University has offices in all 82 counties and branch experiment stations and research units in 15 locations throughout the state.

**Essential Duties and Responsibilities:**

- Responsible for providing overall leadership to the research and extension faculty, county based extension personnel and staff in the following units:
  - ✓ R&E Center at Verona
  - ✓ Northeast Mississippi Branch Experiment Station
  - ✓ Horticulture Research and Education Unit
  - ✓ Pontotoc Ridge – Flatwoods Branch Experiment Station
  - ✓ North Mississippi Branch Experiment Station
  - ✓ Prairie Research Unit
  - ✓ Northeast Extension Region (21 Counties)
- Responsible for administrative management that fosters teamwork among faculty and staff
- Manage appropriate funds, procuring extramural support as gifts, grants and/or contracts, making timely decisions, delegating responsibility and motivating faculty and staff toward accomplishment of defined research and extension goals
- Conduct performance evaluations for research and extension faculty, County Directors, 4-H Youth Agents and Area Agents in the assigned counties
- Responsible for the development, implementation and evaluation of research and extension programs
- Establish and foster strong communication and interaction with appropriate on-campus departments
- Be an effective representative of the research, extension and outreach efforts of the NMREC with agencies, producers, agricultural groups, civic organizations, professional organizations and the general public
- Oversee personnel functions for all research and extension faculty and staff, including equal employment opportunity programs and affirmative action plans

**Minimum Qualifications:**

- Earned doctorate from an accredited institution of higher education
- A minimum of five years faculty and/or administrative experience with an understanding of research, extension and outreach
- Demonstrated success in planning, developing and coordinating research and extension programs
- Sensitivity to the interactive functions of research and extension in bringing new knowledge to serve the people's needs
- A demonstrated ability to be innovative and creative and to communicate clearly with a variety of audiences
- A record of successful leadership as demonstrated by the ability to motivate others and delegate responsibility and authority
- Demonstrated ability to manage fiscal, physical, human and other resources
- Sensitivity to diversity
- Have a sustained record of scholarship and a history of contributions to professional organizations

**Additional Contact Information:**

The position will become available July 1, 2008. Review of applications will begin June 1, 2008 and continue until the position is filled. Applicants should submit a curriculum vitae; a letter of interest which addresses qualifications; and the name and address, phone number, and e-mail address of at least five references. Application may be made online at <https://www.jobs.msstate.edu/> or submitted to: Dr. Bob Williams, Chair, Search Committee, Box 9800, Mississippi State, MS 39762. Phone 662-325-3006. FAX 662-325-1215 [williams@dafvm.msstate.edu](mailto:williams@dafvm.msstate.edu)